



Part 5: Occupation Codes and Coding Instructions

WAR RELOCATION AUTHORITY

SUPPLEMENTARY INSTRUCTIONS TO OCCUPATIONAL CODERS
VERIFICATION OF CODES

(WRA Form 26-Rev.1)
September 14, 1942

It seems advisable to make arrangements at this time for the verification of occupational titles and code numbers which are being entered on the Individual Records (WRA Form 26-Rev.1). As a whole the results have been exceptionally good. However, no matter how much care is taken in any such undertaking, mistakes are bound to occur. In addition, inconsistencies due to misunderstandings and to individual interpretations of instructions must be expected. For this reason, each Census Manager is urged to initiate the following proposals without delay. Please retain all schedules on the Project after receiving this communication until the verification of occupational titles and codes as described below has been completed.

As a general rule, for approximately each ten occupational coders (or classifiers) there shall be one verifier. (In the beginning, more may be necessary to take care of the backlog which has accumulated.) The primary duties of the verifier will be to analyze the schedules coded by the ten interviewers assigned to him for completeness, accuracy and consistency of occupational titles and code numbers.

The Census Manager will maintain uniformity of verification by frequent conferences with his group of verifiers and by spot checks of their verifications. Census Managers are also urged to submit to the Employment Division of the Regional Office any matters which need clarification or which, in their opinion, would make for more meaningful or consistent occupational coding. However, current directions should be followed until clearance is obtained.

The verifiers will initial each Individual Record directly below the name of the Interviewer on the lower part of the back of the record. Incorrect occupational titles may be crossed out and the proper title inserted; incorrect codes will be erased and the proper ones entered. Black pencil only will be used by verifiers for corrections, new titles and codes, and for initialing.

Each verifier will keep a record of all additions and changes which he makes. These correction records will be retained by the Census Manager for his use in clarifying coding practices. Correction Sheets already devised in the Regional office for WRA Form 26-Rev.1 may be used for this purpose. However, lists of corrections and additions need not be sent to the Regional Office if all copies of the Individual Record are on the Project at the time of correction.

Those persons best qualified to assume the additional responsibilities connected with verification will of necessity be those who have had experience in the Census Project, first as interviewers and later as occupational classifiers. Depletions in the ranks of coders will be filled from the interviewers and needed interviewers will be trained.

We would appreciate an acknowledgement of the receipt of this communication from each Census Office Manager.

Arbitrary Distinctions to be Followed:

1. HOUSEMAN (Houseboy, housekeeper when the only servant, utility man, but not YARDMAN) 2-04
It is recognized that the duties performed by most housemen are more extensive than those listed in the job description for this title in the Dictionary.
2. YARDMAN - "Works by the day, performing any outdoor duties assigned by employer: mows the lawn and cares for flowers and shrubbery." Dict. p. 1035 2-01
DAY WORKER "Performs, in accordance with instructions from employer, any domestic duty, such as..... Is employed by the day." Dict. p. 264 2-01
3. GARDENER "Keeps flowers, trees, and premises about home in a healthy and attractive condition: plants, transplants, fertilizes, sprays, prunes, and otherwise tends to the cultivation of flowers, bushes, fruit trees, or other shrubbery on premises or in a greenhouse. May perform other duties...." Dict. p. 404 3-40

In order to differentiate those people who have the knowledge and skill necessary to enable them to plan gardens and execute the plans, from those who merely do work as directed, use the GARDENER code for the former (3-40) and the DAY WORKER code for the latter (2-01). Either may have worked for one or more people at one time. The GARDENER may have had others working under his direction.

Note Distinctions Between:

sales manager	}	in store	0-97
" person			1-75
" clerk			1-70
" man		outside store	Depends on commodity

Note Combinations of skills and how coded:

Farmer and farm laborer	Farmer: Depending upon kind of farm
Farmer and farm foreman	3-37

Unpaid family workers:

1. Housewives receive no code unless they have done housework in someone's house not their own.
2. Children who have assisted on parents' farms receive a code if there is sufficient experience to justify code.

Workers not in the Labor Force because of age or physical condition:

Codes should be given which their previous training and work experience indicate.

O O

SKILLS AND HOBBIES MOST FREQUENTLY CODED
UNDER 27a and 27b.
(Incomplete List)

<u>HOBBY OR SKILL</u>	<u>TITLE</u>	<u>CODE</u>
Swimming } Baseball } Basketball } Football } Tennis } Other Sports }	Athlete.	0-57
Lifeguard (lifesaving certificate)	Lifeguard.	2-61
Hunting.	Hunter or Trapper.	3-97
Fishing.	Angler	3-87
Mechanical work (general interest)	Auto Mechanic.	7-81
Auto Repair.	Auto Mechanic.	5-81
Machine Shop	Machinist.	4-75
Electrical work (not apprentices).	Electrician.	4-97
Radio Repair	Radio Repairman.	5-83
Radio Operator (short wave).	Radio Operator	0-61
Carpentry, Manual training	Carpenter.	5-25
Cabinet making	Cabinetmaker	4-32
Woodwork (woodworking machines, wood- carving or whittling)	Woodworker	4-33
Airplane model building.	Airplane Model Builder	5-17
Art work (fine arts, sketching).	Artist	0-04
Commercial art (posters, lettering).	Commercial Artist.	0-44
Music (play instrument, sing).	Musician	0-24
Dancing (tdp, ballet, etc.).	Dancer	0-45
Photography.	Photographer	0-56
Nursing (home nursing, nurses aid course, or nursing unspecified).	Practical nurse.	2-38
Nursing (interest in nursing as professional career)	Nurse.	0-33
Games, Gambling, Go, etc.	Recreation Attendant	2-40
Stamp Collecting	Philatelist.	0-68
Reading.	Library Assistant.	1-20
Flower Arrangement	Floral Designer.	0-43
Artificial Flower Making	Artificial Flower Maker.	7-13
Group Work (for example, college activity, interest in social work, church work or recreation work).	Social Service	0-27

Girl Scouts, Boy Scouts and similar organizations

as a member. Guide. 2-36
as a leader. Recreation Worker. 0-27

Sewing (with training, pattern drafting, etc.) Seamstress 4-25
Sewing (at home only, or unspecified) Seamstress 6-25
Embroidery Hand Embroiderer 6-25
Knitting (exceptional skill - might teach) Hand Knitter 4-14
Knitting (unspecified) Hand Knitter 6-14
Crocheting Crocheter 6-14

Typing (has had training, but no experience - should have in addition entry clerical code 1-x4 under item 27) . Typist 1-37

Cooking. Cook Helper. 2-29
Baking Baker Helper 6-02

Gardening. Gardener 3-40